

<p align="center">Western ROP 4: Physical Security</p>	<p align="right">Page 1 of 2</p>
<p align="center">Division of Forensic Science</p> <p align="center">Western Laboratory Regional Operating Procedures</p>	<p>Amendment Designator: 0</p>
	<p>Effective Date: April 9, 2003</p>
<div style="text-align: center; margin-top: 20px;"> <p>4 Physical Security</p> </div> <div style="margin-top: 10px;"> <p>4.1 General</p> <p>4.1.1 Physical security of Division facilities is discussed in Section 16, Facilities and Security, of the Quality Manual.</p> <p>4.1.2 This ROP documents the delegation of security control/monitoring and DFS facility access authorizations in accordance with Section 16.3.</p> <p>4.2 Delegation</p> <p>4.2.1 The Forensic Evidence Supervisor is delegated responsibility for maintaining accountability and logs of all keys issued to DFS spaces and with the programming and monitoring of the access control/alarm monitoring computerized system. Access cards and keys shall be issued based on the access levels designated in this ROP.</p> <p>4.2.2 Forensic Evidence Specialists are delegated limited access to the computerized system for monitoring and door activations and selected keys and temporary access cards.</p> <p>4.2.3 Acting Director shall be provided key access to the key box, when designated. Access to the room where the key box is located must be by the Forensic Evidence Supervisor or a Forensic Evidence Specialist.</p> <p>4.3 Access card authorizations</p> <p>4.3.1 Forensic Evidence Supervisor is authorized 24-7 access to all DFS Western Laboratory spaces and after-hours access to Office of the Chief Medical Examiner spaces for alarm responses.</p> <p>4.3.2 Forensic Evidence Specialists are authorized 24-7 access to DFS general spaces, laboratories, evidence receiving and the vault.</p> <p>4.3.3 Forensic Evidence Specialists (Wage) are authorized: 24-7 DFS General, 0630 to 1830 workdays to evidence receiving and vault, 0745 to 1700 workdays to all laboratories.</p> <p>4.3.4 Forensic Scientists are authorized: 24-7 access to DFS general spaces and their section laboratory, 0745 to 1700 workday access to all other laboratories.</p> <p>4.3.5 Forensic Laboratory Specialists II, III, IV and VI are authorized: 0545 to 2100 7-day access to DFS general spaces and their section laboratory, 0745 to 1700 workday access to all other laboratories.</p> <p>4.3.6 Forensic Officer Manager and Forensic Administrative Specialists are authorized: 0545 to 2100 7-day access to DFS general spaces, 0745 to 1700 workday access to all laboratories.</p> <p>4.3.7 Contract Facility Manager with approved background is authorized: 24-7 access to building exterior doors and mechanical spaces, 0545 to 2100 workday access to DFS general spaces, 0745 to 1700 workday access to all laboratories.</p> <p>4.3.8 Contract Maintenance Staff with approved background check are authorized: 24-7 access to building exterior doors and mechanical spaces,</p> </div>	

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<p>0745 to 1700 workday access to DFS general spaces and all laboratories.</p> <p>4.3.9 Contract custodial staff with approved background check are authorized: 0630 to 1830 workday access to building exterior doors and custodial closets, 0745 to 1700 workday access to DFS general spaces and all laboratories.</p> <p>4.3.10 Interns and volunteer employees with approved background check are authorized 0745 to 1700 workday access to DFS general spaces and the applicable laboratory of their assignment.</p> <p>4.3.11 Access for personnel not designated in this section or temporary modifications to expand access must be recommended by the Forensic Evidence Supervisor and/or a Forensic Scientist Supervisor and authorized by the Laboratory Director.</p> <p>4.4 Visitor access</p> <p>4.4.1 Visitor log book and identification badges shall be controlled and administered by and in the Evidence Receiving section. The Forensic Evidence Supervisor shall maintain completed logs for record.</p> <p>4.5 Non-duty access</p> <p>4.5.1 Employee log book for non-duty hour access to the building shall be located in the first floor lobby. The Forensic Evidence Supervisor shall monitor for proper use and maintain completed logs for record.</p> <p>4.6 Compliance monitoring</p> <p>4.6.1 The Forensic Evidence Supervisor shall, at least annually, inventory all keys and access cards assigned to DFS employees and make a report to the Laboratory Director.</p> <p>4.6.2 The Forensic Evidence Supervisor shall monitor compliance with DFS security policies, including random checks as appropriate. Findings should be logged and appropriate supervisors notified.</p> <p align="right">◆ End</p>	